



California Emergency Management Agency
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
TEL: (916) 327-3627
FAX: (916) 324-8554

March 8th, 2010

Kathryn Mitchell, Project Director
Chief Deputy District Attorney
County of Marin, Office of the District Attorney
3501 Civic Center Drive, Room 130
San Rafael, CA 94941

RE: Performance Assessment Report Grant Award VP09010210

Dear Ms. Mitchell:

Thank you for your warm reception and cooperation during our Performance Assessment visit of the above-referenced Vertical Prosecution program, on January 26th, 2010. Your grant award was found to be in compliance with the Request For Proposal (RFP), the VP Grant Award Agreement and the (CalEMA) Recipient Handbook. Suggestions are as follows:

- **EQUAL EMPLOYMENT NON-DISCRIMINATION POSTER**

As you may know The United States Department of Labor Executive Order 11246 requires:

"The notices must be posted in conspicuous places available to employees and applicants for employment and representatives of each labor union with which the covered contractor or subcontractor has a collective bargaining agreement, such as, the personnel office, work-out facility, lunchroom, or company bulletin board. There is no particular size requirement."

The poster located in your office was not a current version; it was a 2007 poster. Although it is not required under Executive Order 11246 to have a current version posted in your workplace, it is a good business practice to do so as Labor Laws tend to change frequently. Having a current EEO poster will help keep your employees up to date on the current laws and protect your Department from any possible liability issues.

- **EQUAL EMPLOYMENT INFORMATION**

The Equal Opportunity Checklist was reviewed but could not be completed because the EEO officer was not present. Further attempts to contact the EEO officer have been unsuccessful.

If you have any questions or concerns, or if I can be of any assistance, please do not hesitate to contact me at (916) 324-9140, or via e-mail to Gilbert.Samia@Calema.ca.gov ,

Sincerely,

Gilbert Samia, Criminal Justice Specialist I
Sexual Assault Section

Enclosure

cc: CalEMA Business Services Division – Grant Files